2024-2025 CPS IT Assignments

	Barbara Johnson Instructional Technology Coordinator	**(vacant)** Data Specialist
Direct Reports	•	•

Assignments	• Leads in the planning, development, and implementation of technology-rich learning environments that maximize the use of technology to support personalization, differentiation, and student achievement
	• Works with Administrators, Instructional Coaches, and Teacher Leaders to identify, develop, and support the ability of instructional staff to use technology to improve student learning outcomes
	• Supports the use of learning management and curriculum management systems
	• Plans for and leads efforts to expand technology literacy among staff and students
	• Supports the Assistant Superintendent in the management of student learning software
	• Promotes professional learning opportunities in instructional technology for new and existing staff
	• Plans and facilitates professional development and training for instructional staff
	• Works with curriculum committees to identify, evaluate, implement, and use instructional technology
	• Continually explores emerging technologies and their role in education
	• Advises on the instructional utility of particular technology equipment and supply purchases
	• In collaboration with leadership teams, develops school technology plans, academic department technology plans, and the district technology plan.
	• Assist with the inventory of technology devices
		• Manages, updates, and supports PowerSchool SIS:
		  ○ Conduct the end of year rollover process
		  ○ Provide support to schools in the scheduling of students, processes for recording attendance, and the management of student discipline data
		  ○ Support teachers with Powerteacher gradebook use, setup, troubleshooting
		  ○ Enrollment and registration
		  ○ Ensuring grades, honor roll and GPA calculation methods are stored and reported accurately
		  ○ Managing the generation and upload of state reports.
		• Builds and manages integration from PowerSchool to specialized databases Ex:(Health, Cafeteria, Library, Transportation, SchoolMessenger, etc.) to ensure data is updated on a timely basis.
		• Plans and designs implementation of new projects requiring student data integration.
		• Develops a variety of database support processes (ie. data entry standards, audit procedures) for the purpose of ensuring consistency and accuracy of stored data.
		• Acts as the District Registrar to maintain accurate records on the state and federal reporting systems (Registration, PSIS collections, TCS reports, etc).

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	• Assists with the management of the software inventory • Responsible for AV setups as need by the district • Coordinates with Data Specialist to ensure software is maintained including software updates • Presents to new staff at New Teacher Academy • Supports with the distribution of devices • Supports teachers in the development of lessons and units that support the implementation of the technology skills continuum • In cooperation with teachers, supports the integration of technology with other areas of the curriculum • Serves as a member of each school's technology team, representing technology instruction in planning and discussions of teaching and learning • Assists the Assistant Superintendent and contracted services to create and manage a budget for the district technology and software • Supports contracted services in the purchasing, distribution, and replacement of district-wide technology and technology infrastructure to limit disruptions in access to and incompatibility with district technology • Meets regularly with the Assistant Superintendent and contracted services to provide updates and recommendations regarding district technology • Works with contracted services to maintain an inventory of district devices • Oversees district software and works with Integration Specialists, Data Specialists, and contracted services to integrate new software and manage testing software • Maintains and manages all insurance for district devices including Chromebooks (secondary only) • Works with contracted services in the collection	• Prepares and uploads electronic files in order to meet state and federal reporting requirements. • Acts as a liaison between all software providers, District Administrators, and personnel for the purpose of managing data, data migration, and data security. • Designs, implements, and updates computer-based systems for the collection, analysis, and reporting on student assessments for the purpose of providing end users with access to formative and summative data useful in evaluating, improving and personalizing instruction. • Builds and customizes database, attendance, and report card reports • Provide technical support and training to district employees on how to utilize student information and create reports • Develops and provides reports at the request of administration • Troubleshoots malfunctions of database systems for the purpose of resolving operational issues and restoring services. In collaboration with the Coordinator of Technology Integration: • Explores emerging technologies and their role in education • Assists with the inventory of technology devices • Assists with the management of the software inventory • Provides periodic reports on the condition and status of technology resources • Meets/communicates with Assistant Superintendent and administrators as needed

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	and deployment of student and staff devices • Coordinates the audio and visual supports • Works with the Assistant Superintendent to oversee the District's compliance with CT Statute 16-189. • Works with contracted services to oversee information and technology projects to ensure timely completion and successful integration • Works with contracted services in management of the District's communication systems (i.e., phones, communication software, district issued cell phones, etc.) • Works with contracted services in the management of the District's printers/copiers • Works with contracted services to establish a system-wide software and hardware standards, requirements, specifications, and policies • Assists contracted services in the periodic evaluation and assessment of technology and information technology systems to maintain or improve the efficiency and effectiveness of those systems • Assists in the development and management of district applications for technology grants, E-Rate funding, and/or other external systems of financial support for technology • Provides periodic reports on the condition and status of technology resources o Facilitates the installation of new equipment or the relocation of existing equipment • Facilitates the installation of new/updated software • Evaluates repair needs. Performs duties associated with repairs. Advises when repairs are not cost effective. Refers issues to supervisor in a timely manner when not able to resolve with existing skills and knowledge • Maintains log on ticket requests for repairs/technical assistance in district's online	• Maintains advanced instructional technology skills • Identifies, explores and integrates instructional technology • Maintains and updates district website • Promotes professional learning opportunities in instructional technology for new and existing staff

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	system • Requests adequate repair supplies, parts and service • Coordinates or assists in the installation of new equipment and maintains networks and peripherals • Meets/communicates with Assistant Superintendent and administrators as needed • Maintains advanced instructional technology skills • Identifies, explores and integrates instructional technology • Leads building technology meetings along side of administrators • Coordinates with administration as well as teacher leaders to monitor the use of technology integration • Provides coaching of individual staff or groups	
State / Federal Reporting	•	•